

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC HEARING AND MEETING*  
Date: June 23, 2014  
Time: 4:00 p.m.  
Location: Central Library Board Room

**TRUSTEE ROLL CALL:**

Present: Fenner Brown, Robert Brown (late), Bruce Caple, Lisa Godfrey, Cheryl TenBrink, Valerie Wright and James Vander Roest

Absent: None

**PUBLIC HEARING:**

President TenBrink called the Public Hearing to order at 4:00 p.m. regarding the proposed Preliminary Budget for 2014-2015. She invited audience members to speak regarding this budget. The president closed the public hearing at 4:01 p.m. after it was determined no one was present who wished to address the Board on this subject.

**CALL TO ORDER:**

President TenBrink called the meeting to order at 4:01 p.m.

**AGENDA APPROVAL:**

Director Rohrbaugh said a revised agenda and an additional recommendation, Ratification of KPLA and KPLSP Contracts, were at each Board members seat. The executive session for the Director's Annual Review was postponed until the July Board meeting. The amended agenda was approved.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

*A. Resolution to Approve the Preliminary Budget and Authorize Millage Levy for 2014-2015*

Recommendation: Director Rohrbaugh recommended the Board adopt the resolution to approve the General Operating Fund – Preliminary Budget FY 2014-2015 and authorize that 3.9583 mills be levied for library operations for 2014-2015.

Executive Summary: The budget was reviewed at the regular Board Meeting on May 19, 2014. Prior to this meeting a Public Hearing was conducted for the public to comment on the budget and millage rate.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE RESOLUTION TO APPROVE THE GENERAL OPERATING FUND – PRELIMINARY BUDGET FY 2014-2015 AND AUTHORIZE THAT 3.9583 MILLS BE LEVIED FOR LIBRARY OPERATIONS FOR 2014-2015.

(Trustee R. Brown arrived at 4:03 p.m.)

**Roll Call Vote:** C. TenBrink—yes; L. Godfrey —yes; V. Wright—yes; B. Caple—yes; F. Brown—yes; R. Brown—yes; J. Vander Roest—yes.

MOTION CARRIED 7-0.

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the Board.

**III. CONSENT CALENDAR**

A. *Minutes of the Meeting of May 19, 2014*

B. *Minutes of the Meeting of June 16, 2014*

C. *Personnel Items*

The minutes of the May 19, 2014 Board Meeting, the minutes of the June 16, 2014 Board Meeting, and Personnel items were accepted.

**IV. FINANCIAL REPORTS**

A. *Financial Reports for the Month Ending May 31, 2014*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending May 31, 2014.

Discussion: Director Rohrbaugh said the final section looked different because the Kalamazoo Community Foundation had changed the way they reported their statements.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MAY 31, 2014.

MOTION CARRIED 7-0.

**V. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

A. *Ratification of KPLA and KPLSP Contracts*

Recommendation: Director Rohrbaugh recommended Board ratification of the Agreement with KPLA, July 1, 2014 – June 30, 2016 and the Agreement with KPLSP, July 1, 2014 – June 30, 2016.

Executive Summary: Both agreements were ratified by their respective unions earlier in the day on June 23, 2014. A summary of the changes in both agreements were distributed to the Board members at the meeting.

Discussion: Director Rohrbaugh said the reason for the meeting agenda revision was the addition of this recommendation. Both contracts were ratified by their respective unions earlier in the day on June 23. She said the contracts should be ratified individually by the Board.

MOTION: F. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO RATIFY THE AGREEMENT WITH KPLA, JULY 1, 2014 – JUNE 30, 2016.

MOTION CARRIED 7-0.

MOTION: J. VANDER ROEST MOVED AND B. CAPLE SUPPORTED THE MOTION TO RATIFY THE AGREEMENT WITH KPLSP, JULY 1, 2014 – JUNE 30, 2016.

MOTION CARRIED 7-0.

*B. Rules of Conduct*

Recommendation: Director Rohrbaugh recommended Board approval of the “Rules of Conduct for Library Use, June 2014”, revised to prohibit electronic substitutes for tobacco products and to clarify footwear.

Executive Summary: The rules were last revised in 2010, before e-tobacco products were in common use. The library joins with other libraries and many public spaces in prohibiting their use. Barefoot has been changed to “without appropriate footwear” to address the issue of patrons with socks and no shoes.

These changes were reviewed by the library’s attorney.

Discussion: J. Vander Roest asked if the library had a problem with patrons not wearing appropriate footwear in the library. Director Rohrbaugh said the library had issues with children taking off their shoes and just wearing their socks, and had also had incidents when patrons who had come to the library to relax would remove their shoes while lounging. She explained this rule was a safety measure to protect patrons.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE THE “RULES OF CONDUCT FOR LIBRARY USE, JUNE 2014”, REVISED TO PROHIBIT ELECTRONIC SUBSTITUTES FOR TOBACCO PRODUCTS AND TO CLARIFY FOOTWEAR.

MOTION CARRIED 7-0.

*C. Purpose Statement, Vision, and Core Values*

Recommendation: Director Rohrbaugh recommended the Board approve the revised Purpose, Vision, and Core Values statements.

Executive Summary: Over the course of three months, 91 staff and Board members discussed revisions to these statements. Thom Andrews facilitated discussions with trustees, Management Team, and each library department and gave an interim report to the Board at the May Board meeting.

Since then, all departments have had a chance to weigh in on the statements. Comments or reactions expressed multiple times have been incorporated into this final recommendation.

The changes from the draft presented at the May Board meeting:

- Purpose – no change
- Vision – added “collaborative”
- Community – used descriptive sentence from “compassion” and changed to “we stand together”
- Compassion – used descriptive sentence from Community
- Intellectual Freedom – changed opening verb, replacing “uphold” with “champion”

Discussion: R. Brown said he liked the methodology of developing these statements better this time than last. L. Godfrey said the Board should be intimately involved with deciding upon the

new Purpose Statement, Vision, and Core Values. She said it was mentioned previously that this was primarily an internal document and she hoped staff didn't think of it this way. J. Vander Roest said it would be posted on the library's website. V. Wright said the document should guide decisions the library makes in the future. L. Godfrey added it should always be in mind even if not making a decision.

President TenBrink asked if the library would be printing a poster with the new statements. Director Rohrbaugh said plans had not been made yet. President TenBrink said she would like to see it displayed on the digital signage. F. Howe said this was a good idea.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE OF THE PURPOSE, VISION, AND CORE VALUES STATEMENTS.

MOTION CARRIED 7-0.

#### REPORTS:

##### *D. Action Plan and Organizational Competencies*

Report: Director Rohrbaugh said the Action Plan and Organizational Competencies were being brought to the Board for information as was typical from previous years. She reminded Board members the priorities and goals do not change from one year to the next, but the Action Items and Organizational Competencies do change to reflect new things the library would be planning to do during the year to help the organization meet its goals. She explained the Action Items were most often work of the public service departments, while the organizational competencies were items for the operations departments.

Discussion: L. Godfrey asked for more information on the digitized area on the Local History webpage. M. Cockrell said this would be a space for the library to highlight its digital collection including digitized newspapers and the photos on Flickr. He explained it was a way of showing patrons the collection is greater than what is contained in the Local History Room.

V. Wright asked if the Artist in Residence program would be in the Hub. K. King said it would and explained that with only four work stations available for each digitization and post-production editing, it would be difficult to have classes in The Hub. Instead, he would like to have a software/process specific expert in house to work with those who come in to The Hub during specific times. He said he has laid the groundwork with Public Media Network and Western Michigan University for this type of program. He added that The Hub will have programs for all ages, including a Mini Maker Faire.

President TenBrink asked if the Artists in Residence would be a volunteer or paid. K. King answered he wasn't sure, that many details hadn't yet been worked out, but he would probably pay the instructor in the same manner we would pay someone for a program. President TenBrink asked if there seemed to be interest from the community to be an Artist in Residence. K. King said he had already received inquiries. He said IT staff were well trained in the digitization software and tools, which have been the most popular, but once patrons start using the post-production software it would be beneficial to both staff and patrons to have short term in-house experts that are more knowledgeable. President TenBrink asked how things were going in the Hub. K. King answered things were picking up with more computer reservations being made by the community. L. Godfrey asked if K. King was planning to work with Public

Media Network and their EFE students. K. King said he was planning to work with these students.

J. Vander Roest asked about the Organizational competency mentioning Library Boxes. K. King explained Library Boxes were localized Wi-Fi hot spots similar to electronic kiosks. Patrons could log on and download or view specific information provided through the hot spot. K. King said these could be used at programs and off-site visits by librarians to schools or other locations. R. Brown asked if the information could simply be changed with a flash drive. K. King said it could. L. Godfrey asked if the content was all the same. K. King said each library box could have different information depending on staff and patron needs.

J. Vander Roest asked if the library had thought about getting involved with Little Free Libraries. M. Cockrell said the library has been asked to participate. J. Vander Roest said there have been some issues with zoning related to Little Free Libraries. Director Rohrbaugh said when KPL has been approached about Little Free Libraries, staff usually recommended the Friends as an inexpensive place to stock up on books for the library. J. Vander Roest also asked if the Management Team assigned owners for each of the items in the Action Plan and Organizational Competencies. Director Rohrbaugh said the Management Team did do this.

F. Brown asked what types of technology were being considered for conservation of energy. Director Rohrbaugh said this was something S. Lindemann always had in mind. S. Lindemann commented that energy monitors had just been installed which she will use to track energy use throughout the year and then decide how new technology could be used to maximize savings.

Disposition: Trustees thanked Director Rohrbaugh for the report.

#### *E. Legislative Report – Diane Schiller*

Report: D. Schiller said she had little to report on this month. State aid for libraries was held whole in the budget for the state. She said everything else would likely be in committee until the fall.

Discussion: B. Caple asked if L. Godfrey and R. Brown could speak to the meeting they attended with Representative Margaret O'Brien and Senator Tonya Schuitmaker at KVCC. L. Godfrey said it was not new news but she appreciated the understandable explanation regarding the reimbursement of Personal Property Tax. She said the referendum vote on August 5<sup>th</sup> was absolutely essential and it was similar legislation to a Headlee Amendment. If the referendum doesn't pass, the legislators will be back to square one trying to determine how entities will be reimbursed for their losses. The library was initially going to be guaranteed 80% reimbursement but passage of the Use Tax referendum would guarantee the library 100% reimbursement.

R. Brown said the method for reimbursement had not been setup yet. Reimbursement payments may come to the library quarterly but could come as infrequently as annually. B. Caple thanked L. Godfrey and R. Brown for attending the meeting. R. Brown asked if the library Board should take an official stance on the Use Tax referendum in August. If the referendum fails, the legislature will have to begin thinking about another way to reimburse entities. L. Godfrey and R. Brown explained which entities were considered essential services that always stood to receive 100% reimbursement, including police and schools. Libraries were excluded from this list.

Disposition: Trustees thanked D. Schiller for her report, and L. Godfrey and R. Brown for their information.

**VI. COMMITTEE REPORTS**

- A. *Finance and Budget Committee*— no comment.
- B. *Personnel Committee*—no comment.
- C. *Fund Development and Allocations Committee*— no comment.
- D. *Director's Building Advisory Committee*— no comment.

**VII. OTHER BUSINESS**

A. *Director's Report*

Report and Discussion: Director Rohrbaugh distributed a booklet which showed pictures of the webpage redesign. She explained the new homepage would be mobile friendly. There will be a new landing page for the 'Kids and Parents' section and basic information about the library will be contained within the footer. She said the goal launch date will be July 3<sup>rd</sup>. B. Caple asked if the mobile app would be replaced. Director Rohrbaugh and K. King said it would not.

Director Rohrbaugh drew attention to item four on the Director's Report saying Party in the Park was again a great success. She mentioned item five, explaining the Three Book Battle was a way for Global Reading Challenge enthusiasts to continue competing in a book challenge once in middle school. S. Warner explained the Three Book Battle was not affiliated with the schools but very similar. Three middle school students read three books and compete in a challenge. It is a one day event rather than a series. President TenBrink asked how many people participated. S. Warner said there were five teams and about 65-70 people in the audience. L. Godfrey asked how long ahead of time the teams knew of the books. S. Warner said the teams knew about the books for a month.

Director Rohrbaugh mentioned item seven and the strong sign-ups for the Summer Reading Games. She mentioned some of the partners the library was working with to sign up more children for SRG. She also mentioned item 16 and the grand opening of The Hub. V. Wright and J. Vander Roest asked if the composer Orff mentioned in item six was the Nazi composer. S. Warner said it was not.

F. Brown asked what constituted Urban Fiction. Director Rohrbaugh said it was a genre of fiction and was shelved separately at Central Library and some of the branches. B. Caple asked how it was classified. M. Cockrell said it generally came from specific publishers but was at the discretion of the catalogers. K. King said the book group mentioned in item eleven was popular with good attendance each month. L. Godfrey asked if this was the same genre that was in the past called Street Lit. Director Rohrbaugh said it was but the profession had now settled on Urban Fiction as the name.

V. Wright, mentioning item nineteen, asked if this was the first time high school teachers had toured the Local History Room. M. Cockrell said it was not the first time they had toured the room but this seemed to be the first time they were talking about bringing their classes to use the room. F. Brown asked how the tour came to be. M. Cockrell said the school contacted the library about it.

Disposition: Trustees thanked Director Rohrbaugh for her report.

**VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the Board.

**IX. COMMENTS BY TRUSTEES**

- L. Godfrey said she was happy to see KPL's circulation statistics continue to rise when circulation at many other public libraries was dropping. She mentioned she was having many issues using the Mobile app to place holds. Director Rohrbaugh said she would follow-up with G. Green. She also asked how *Link* was distributed saying she has a friend who never received the publication in the mail. F. Howe said she would follow-up with the post office.
- J. Vander Roest said he enjoyed Party in the Park and thanked the library for continuing to hold this event. He said the public seemed more and more aware of the event and encouraged other Trustees to participate in future years.
- B. Caple thanked the negotiating teams for their hard work during union negotiations.
- L. Godfrey said she wanted to add that the Staff Recognition Breakfast was enjoyable. Also, she said she appreciated the video on the library's website about the change in book drops but she still did not like them.
- President TenBrink said she was honored to do the ribbon cutting at the grand opening of The Hub adding she was pleased with the attendance at the event. She said she also enjoyed participating in Party in the Park and mentioned that patrons seemed to be enjoying themselves when she stopped by for the SRG kick-off party on June 7<sup>th</sup>.

**X. ADJOURNEMENT**

Hearing no objection, President TenBrink adjourned the meeting at 4:52 P.M.

**X** \_\_\_\_\_  
Robert Brown  
Secretary